

## **Personnel**

### **Travel and Reimbursement**

The Board of Trustees shall pay all actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. Funds expended shall not exceed those budgeted by the Board of Trustees for these purposes. The Board may authorize an advance of funds to cover necessary expenses.

The Board of Trustees shall approve employee requests for travel, meetings and conferences within the financial limitations set forth by the annually adopted budget.

The Board of Trustees may reimburse employees for the use of their own vehicles in the performance of regularly assigned duties. The Board may establish an allowance for such use on either a mileage or monthly basis.

The Board of Trustees, under the provisions of Education Code 44032, delegates authorization to the Superintendent to approve employee requests for travel, meetings and conferences within the financial limitations set forth by the annually adopted budget. Meetings not previously budgeted for shall be approved on an individual basis by the Board of Trustees. All conference attendance of staff must be recommended by the immediate supervisor and approved by the Superintendent.

The Superintendent is authorized to approve the reimbursement of actual and necessary expenses for attendance at meetings and conferences by employees of the Lowell Joint School District, provided that:

1. Such meeting or conference shall relate directly to the duties of the employee.
2. Attendance is recommended by the employee's immediate supervisor.
3. Funds have been budgeted for conference expenses.
4. Funds expended shall not exceed the amount budgeted by the Board of Trustees.

A semiannual report of conference attendance and expenses may be presented to the Board of Trustees at the second regular meeting in January and July.

The Superintendent will submit the following certification to the County with each warrant issued for the above purposes:

**Personnel**

**Travel and Reimbursement (continued)**

“I hereby certify that this claim meets the provisions of Education Code Section 44032 and is for actual and necessary expenses in accordance with adopted resolution or policies of the Board of Trustees of the Lowell Joint School District. The supporting receipts and documents are on file in the District and available for review. Funds expended do not exceed the amount previously budgeted for such purposes by the Board of Trustees.”

(cf.. 3350 – Business)

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees (employees in staff development projects)

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; December 5, 2005